

**03.04.030****Onboard Brochure and Print Material Distribution****Effective Date**
September 1, 2017**Version**
2017.1**Prepared By**
Business Development Manager **Approved By**
General Manager

Purpose

To provide for the distribution of brochures or print material onboard AMHS vessels and at AMHS Terminals.

Scope

Terminal Managers, Pursers

Policy

- I. AMHS will allow the distribution and display of brochures and print materials on in AMHS Terminals and onboard vessels free of charge for the purpose of providing community, tour and travel information to independent travelers aboard State ferries.
- II. Participating vendors will adhere to the following:
 - a. Vendors will not be granted access to AMHS vessels unless they are traveling as paid passengers.
 - b. Vendors should drop off neatly bundled (either banded or individual shrink-wrapped) quantities of brochures that are clearly marked for a specific vessel or terminal.
 - c. Quantities should reflect a reasonable amount for ease of transport from the terminal onto the vessel by AMHS crew. Reasonable amounts are defined as follows:
 - i. For brochures, an amount easily held in one hand.
 - ii. For visitors guides, an amount not to exceed 100 guides per delivery, per vessel.
 - d. AMHS will not store boxes, cartons or containers of brochures or printed material from vendors in the terminal or on the vessel. Excessive quantities of brochures or print materials will be disposed of.
 - e. Brochures will only be distributed to vessels that stop in the port in which brochures are delivered.
 - i. AMHS will not transport brochures to vessels that operate in other regions via inter-port transfers.
 - f. Brochures for terminals will only be accepted by the terminal in which the materials are to be displayed.
 - i. AMHS will not transfer or mail materials to other terminals.
 - g. AMHS retains the right to oversee, question or deny any material that is not in the best interest of the State. Such items would include any material that is generally not suitable for the general public. Unsuitable material includes, but is not limited to:
 - i. Duty Free goods,
 - ii. Political advertising, campaigning,
 - iii. Promotion of alcohol, tobacco, marijuana or drugs,
 - iv. Sexual in nature,
 - v. Religious in nature.

Responsibilities

1. Terminal Manager or Designee:
 - a. Receives brochures and print materials from interested vendors and ensure that the guidelines contained within this policy are adhered to.
 - b. Delivers materials to vessels.
 - c. No storage of materials is permitted. Materials must fit in existing racks provided in terminal or onboard the vessel.
2. Purser:
 - a. Receives materials from terminal and displays as appropriate on existing racks. No storage of materials is permitted.
 - b. Ensures the guidelines as contained within this policy are adhered to.

Forms

None

Revision History

Supersedes CSP&P 2-15

Original Version 2017.1, September 1, 2017

References

None